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**TOWN OF MILFORD, MASSACHUSETTS
MILFORD YOUTH CENTER**

MILFORD YOUTH COMMISSION
24 Pearl St., Milford, MA 01757
(508) 473-1756 Phone
(508) 473-4388 FAX



Milford Youth Commission NOTICE OF MEETING

In-Person Meeting

Date: February 15, 2022

Time: 6:15pm

**Location: Milford Youth Center - Conference Room, 2nd Floor
24 Pearl St., Milford, MA 01757**

A.) New Business

1. Board of health update
2. Fund Balance as of 1/31/22: \$ 49,675.93
3. Signing of warrants:
 - i. 22-29 Maintenance Account for \$60.30
 - ii. 22-30 Maintenance Account for \$50.90
 - iii. 22-31 Gift Account for \$521.40
4. CraftRoots fundraiser event:
 - i. Friday, 9/9/22 with PubKings
 - ii. Friday, 9/16/22 with McCrites
5. Finance Meeting request for capital plans for 6 pm May 11
6. Ad-Hoc Clerk applications and approval
7. Program Coordinator Posted:
 - i. Applications due 2/16/22
 - ii. Will communicate via email dates and times for interviews
8. Personnel Board Meeting 2/9/21:
 - i. Program Coordinator Position to have a range of step 1-5
 - ii. New Position created: Marketing Assistant
 - iii. Revise Current non-rate article two part-time positions:
 1. Milford Youth Center: Activities Supervisor PT
13.50 and Milford Youth Center: Activities Facilitator PT
13.50 - The two positions above are currently used for after school help and/or rentals. Do we consolidate or rename?
 2. Milford Youth Center Concession Equipment Monitor PT
13.50 – we do not need this position anymore
 3. Milford Youth Center: Front Desk Monitor PT
13.50 – this is an important position. In the past this position was

not needed as much because we had a FT AmeriCorps member though a grant that helps with front desks help in the am and the pm but without an AmeriCorps member this year, it has been very difficult to keep up with these tasks. Ideally, we would have someone in the am and pm so two PT staff in this position.

4. Milford Youth Center: Health Coordinator PT
21.72 – currently posted
5. Milford Youth Center: Program Coordinator PT
20.08 - we used this position for a State grant we received this summer to help oversee a program to oversee youth who were financially in need to get municipal jobs
6. Milford Youth Center: Program Facilitator PT
13.50 – this position is similar to the first two above – I think the three of these can either be consolidated or we create one for rentals and one for after school
7. Milford Youth Center: Seasonal Camp Counselor
13.50 – we do not need this position
8. Milford Youth Center: Summer Camp Counselor
18.21 – we used summer camp but not at this rate – it was at the \$13.50 rate; we do us this every year for our 6-week summer camp program
9. Request for meeting with Town Lawyer & Select Board to discuss options for schools to release information that are subject to public safety

B.) Invitation to Speak

C.) Directors Report:

1. After School Program:
 - a. January enrollment: See attachment
 - b. February Programs: See attachment
 - c. March Madness Program: See attachment
 - d. Staffing: Part-Time staff hires: Lauren Handley-Bucchino
2. Rentals/Other MYC Programs:
 - a. Online google calendar:
https://calendar.google.com/calendar/embed?src=milfordyouthcenter24%40gmail.com&ctz=America%2FNew_York
3. Building Updates:
 - a. Looking to start design work for Dance Room: Emailed signed contract with architect
 - b. Snowguard's update and install almost complete
 - c. HVAC – Design bid results due 1/28/22
4. Donations Updates:
 - a. See newsletter for monthly updates for misc. donations
 - b. \$6,400 CHNA 6 Grant for Social Emotional Learning Program/training

- c. Ken Rosa - Henry Hunter Signed Football – suggestion to raffle off 100 tickets for \$2/each (quick and easy fundraiser)
 - d. \$550 donation from Nancy & Mike Ross
5. Other:
- a. Staff:
 - i. Annual reviews in February

The listing of matters above are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Brend Riebel

Name

____ 2/10/2022 ____
Dated